

# ***Full-Time Wyoming Army National Guard Vacancy***

## **ARMY GUARD AREA 2 – JOB OPPORTUNITY TECHNICIAN VACANCY ANNOUNCEMENT**

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

14 June 2006

**ANNOUNCEMENT #: 06-123**

**CLOSING DATE: 13 July 2006**

**TECHNICIAN TITLE, SERIES & GRADE:** Administrative Assistant, GS-0303-07

**SALARY RANGE:** GS-07: \$35,116.00 - \$45,648.00 per year

**LOCATION OF POSITION:** JFHQ, Cheyenne, Wyoming

**APPOINTMENT FACTORS:** Excepted Service Enlisted (ENL) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard. Maximum military grade authorized is E-8.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection, must possess or be eligible for assignment to a military position in (ENL) MOS 42A, 42F, 42L.

**POSITION SENSITIVITY:** 2- Non-Critical Sensitive (NCS)

**AREA OF CONSIDERATION:** For Job Opportunity Technicians: This vacancy is open to all active members of the Wyoming Army National Guard.

**TECHNICIAN QUALIFICATION REQUIREMENTS:** GENERAL – Must have administrative or clerical experience, education or training.

SPECIALIZED - Must have 12 months of specialized experience to qualify at the GS-07 level which has included:

- (1) Experience in the application and use of regulations and procedures;
- (2) Experience which demonstrated the application of both orally and written communicative ability;

SUBSTITUTION – High school graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (30 semester hours) for 12 months of the required experience. Transcripts or certificates of completion must be provided in order to receive the substitution credit for specialized experience.

**DUTIES AND RESPONSIBILITIES:** This position is located in the Command Section of the Joint Force Headquarters. Monitors suspense dates for submission of Officer Efficiency Reports (OERs) for Command Section and maintains copies. Assists in the development of policy letters which may require researching applicable directives from higher authority to ensure that no conflict will result from issuance of new policy. Maintains personal contact with functional managers to discuss administrative practices and services. Controls access to the CAO. Reviews incoming correspondence, publications, regulations and directives. Provides for control of all-classified documents for the Command Administrative Office. Performs administrative duties as assigned.

**NOMINATING OFFICIAL:** COL Timothy Sheppard, Chief of Staff

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**  
2LT James E. Tschacher, (307) 772-5205, DSN 388-5205, or E-Mail [James.Tschacher@wychey.ang.af.mil](mailto:James.Tschacher@wychey.ang.af.mil)

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office  
Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

**Special notes:**

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5205, DSN 388-5205, or E-Mail James.Tschacher@wychey.ang.af.mil

for any additional information or clarification that you may need in reference to this procedure.

**FOR AGENCY USE ONLY:** CPCN – 70237000-320182    Para # – 1210    Line # 220